

Filing a communication in the United States Receiving Office (RO/US) or the United States International Searching Authority (ISA/US) relating to a previously filed international application under the PCT

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please contact the PCT Help Desk:**

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The following documents are often used when responding to an invitation from the RO/US or ISA/US or for filing a communication in the RO/US or ISA/US:

Document descriptions labeled as “CHII” should only be used when corresponding with the USPTO in its capacity as International Preliminary Examining Authority (IPEA/US).

- Request for Recording of a Change under PCT Rule 92*bis*
- Miscellaneous incoming letter
- Request for Rectification - IA
- Priority claim addition or correction
- Substitute Sheets of the Request form
- Statement explaining lack of signature
- Substitute drawings
- Substitute Sheets of the international application (other than Request or drawings)
- Request to withdraw international application
- Request to withdraw as attorney - IA
- Request to withdraw designation (other than US designation) - IA
- Request to withdraw priority claim – IA
- Request to withdraw US designation
- Request status of international application
- Petition for review and processing by the PCT Legal Office
- Statement/documentation relating to authority to act on behalf of legal entity
- Response to invitation to pay additional search fees (Response to Form PCT/ISA/206)
- Abstract
- Transmittal Letter
- Fee Calculation Sheet
- Fee Payment – international application
- Sequence Listing
- Sequence Listing Cover Letter and/or Statement
- Power of Attorney
- PCT Safe Validation Log

EFS-Web Doc Code Category	EFS-Web Doc Code Description	Business Process	Doc Code Name in Transaction History	Form Type Number	Printable Image Sample Document
PCT – Change Request	Request for recording of a change/ PCT Rule 92bis	Under PCT Rule 92bis, the applicant may submit changes to the person, name, residence, nationality or address of the applicant, inventor or agent (attorney)	P.92BIS		
PCT – Application Part OR PCT- General Transmittal	Misc. incoming letter from Applicant - IA	Miscellaneous incoming communication from the applicant concerning an international application.	P.LET		
PCT – Change Request OR PCT – General Transmittal I	Request for rectification - IA	Under PCT Rule 91, the applicant may request that obvious errors in the international application or other papers submitted by the applicant may be rectified.	P.REQ.RECT		
PCT – General Transmittal OR PCT- Change Request	Priority Claim Adjustment under PCT Rule 26bis	Under PCT Rule 26bis, the applicant may correct or add a priority claim	P.RULE26BIS		
PCT – Form OR PCT- Change Request	Substitute Sheets of Request (Form PCT/RO/101)	Under PCT Rule 26, the applicant may submit a new version of one or more pages of the bibliographic data form (PCT/RO/101)	P.SUB.SH.101		
PCT – Application Part OR PCT- General Transmittal	Statement explaining lack of signature - IA	PCT Rule 4.15(b) provides that where an applicant refused to sign the request or could not be found or reached after diligent effort, the request need not be signed by that applicant if it is signed by at least one applicant and a statement is furnished explaining, to the satisfaction of the receiving Office, the lack of the signature concerned.	P.SIG.STMT		
PCT – Application Part OR PCT- Amendment	Substitute Drawings	Under PCT rule 26, the applicant may submit formalized drawings. In order to correct PCT Rule 11 defects (e.g. correction of page numbering, line quality, margins, etc.)	P.SUB.SH.DRW		

EFS-Web Doc Code Category	EFS-Web Doc Code Description	Business Process	Doc Code Name in Transaction History	Form Type Number	Printable Image Sample Document
PCT – Application Part OR PCT- Amendment	Substitute Sheets - IA	Under PCT Rule 26, the applicant may submit corrected versions of one or more pages of the initially filed description, claims, abstract or sequence listing in an international application in order to correct PCT Rule 11 defects (e.g. correction of margins, line spacing, page numbering, etc.)	P.SUB.SHEET		
PCT – General Transmittal	Request to withdraw - IA	Under PCT Rule 90bis.1, the applicant may withdraw the international application at any time prior to the expiration of 30 months from the priority date.	P.WD.APPL		
PCT – Change Request OR PCT – General Transmittal	Request to withdraw as attorney - IA	Under PCT Rule 90.6(d), an agent or common representative may renounce his appointment by a notification signed by him.	P.WD.ATTY		
PCT – Change Request OR PCT – General Transmittal	Request to withdraw designation - IA	Under PCT Rule 90bis.2, the applicant may withdraw the designation of any designated State at any time prior to the expiration of 30 months from the priority date.	P.WD.DES		
PCT – Change Request OR PCT – General Transmittal	Request to withdraw priority claim - IA	Under PCT Rule 90bis.3, the applicant may withdraw a priority claim made under Article 8(1) at any time prior to the expiration of 30 months from the priority date.	P.WD.PRIOR IT		
PCT – General Transmittal	Request to withdraw US designation - IA	Under PCT Rule 90bis.2, the applicant may withdraw the designation of the United States at any time prior to the expiration of 30 months from the priority date.	P.WD.US.DES		
PCT – General Transmittal	Request for status of Application	This letter from the applicant is a simple request for the status of the application, such as the time until a first action can be expected	STATUS.LET		
Petition	Petition for review and processing by the PCT legal office.	An incoming petition from applicant is sent to the official who has been delegated with the authority to decide the petition. Some petitions are delegated to the Patent Cooperation Treaty Legal Administrator to act on the decision or continue prosecution.	PET.PCT		

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PCT – Application Part	Corp. Resolution/Aut h. to Act on Behalf of Corp.	If the applicant in an international application is a legal entity such as a corporation, then a "resolution" signed by one or more corporate officers is needed in order to delegate authority to sign legal documents on behalf of the corporate entity to one or more people.	P.CORP.RES		
PCT – General Transmittal	Response to form PCT/ISA/206 Unity of Invention	If the application contains claims to more than one invention, the applicant is invited to either limit the application to only one of the inventions or to pay additional search fees for one or more of the remaining inventions. If the invitation is made in writing (see P.206), the written response is titled under this doc code. See also P.299.	P.RESP.206		
PCT – Application Part	Abstract	A brief overview of the disclosure in the specification not exceeding 150 words in length.	ABST		ABST_sd
PCT – General Transmittal	PCT - Transmittal Letter	A transmittal letter indicating the contents of the submission, including any accompanying fees.	P.TR	PTO-1382	
PCT – Application Part	RO/101 Annex (fee calculation sheet)	New international applications are accompanied by a form authored by the applicant showing how much money is due and for which fees.	P.N.101.ANX	PCT/RO/101	
PCT – General Transmittal	Fee Payment - International Application	A payment of fees by the applicant either in response to an invitation therefore (RO/102, RO/133, IPEA/403 or IPEA/440) or, as sometimes happens, spontaneously.	P.FEE.PYMT		

Use this format ONLY for attaching a Sequence Listing as a .TXT file –

PCT – Application Part	Sequence Listing (Text Format)	Patent applications which contain disclosures of nucleotide and/or amino acid sequences must contain, as a separate part of the disclosure, a paper copy disclosing the nucleotide and/or amino acid sequences and associated information using the symbols and format established in current rules in biotechnology field	SEQ.TXT		
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PCT – General Transmittal	Seq Listing Cover Sheet/Stmt under PCT Rule 13ter	Where a sequence listing is provided in both computer readable and in paper form, the applicant supplies a statement verifying that the content of the two forms is the same	P.13TER.STMT		
PCT – Application Part	Power of Attorney	Applicant may file a change in Power of Attorney at any time during prosecution of an application. The POA indicates representatives given permission to act on behalf of the applicant or assignee to prosecute an application (Regular Power of Attorney) or several applications (General Power of Attorney).	PA..	PCT Rule 90.4 (Regular Power of Attorney) OR PCT Rule 90.5 (General Power of Attorney)	
PCT – Application Part OR PCT-General Transmittal	PCT SAFE Validation Log	The authoring program devised by the International Bureau for preparing the request form (Form PCT/RO/101) automatically scans entered data for obvious errors and inconsistencies and generates this list of any problems detected.	P.SAFE.LOG		